

**Proposal Review Committee  
Meeting Minutes  
October 20, 2015**  
Statewide Benefits Office  
500 W. Loockerman Street  
Duncan Building, Ste. 320, Dover, Delaware

**Public Session:** 9:50 a.m.

The Proposal Review Committee met on October 20, 2015, at the Statewide Benefits Office, Dover, Delaware. The following committee members and guests were present:

Brenda Lakeman, OMB, Director, Benefits Administration  
Faith Rentz, OMB, Deputy Director, Statewide Benefits  
Laurene Ehemann, OMB, RFP and Contract Manager, Statewide Benefits  
Larry Frank, OMB, Dental Insurance Program Lead, Statewide Benefits  
Wendy Brown, Department of Health and Social Services  
Valerie Watson, Department of Finance  
Kimberly Reinagel-Nietubicz, Office of Controller General  
Omar Masood, Office of the Treasurer  
Jenifer Vaughn, Delaware Insurance Department  
Ashley Tucker, Administrative Office of the Courts  
Bryan Spivey, Segal Consulting Group

**Introductions/Sign In**

Ms. Lakeman called the meeting to order at 9:50 a.m. Representatives from the Delaware Insurance Department and Correctional Officers' Association were not present.

**Approval of Minutes**

Ms. Lakeman requested a motion to approve the minutes from the September 17, 2015, meeting of the Proposal Review Committee. A motion was made by Ms. Watson and seconded by Ms. Ehemann. The motion was approved with unanimous voice vote.

**Interview Finalists, Discussion and Recommendation for the Dental Insurance Benefit Program RFP for the Group Health Insurance Program**

Ms. Lakeman requested a motion to move into Executive Session to interview the finalists, discuss the bids and presentations, and then vote on a recommendation to the State Employee Benefits Committee for an award. Ms. Ehemann made the motion and it was seconded by Ms. Watson. The PRC moved into Executive Session at 9:52 a.m.

Upon conclusion of the Executive Session, a request to move back into the Public Session was made by Ms. Ehemann at 2:01 p.m. and Mr. Masood seconded. The motion passed with a unanimous voice vote and the PRC moved out of Executive Session.

Upon return to the Public Session, Ms. Lakeman made a motion to recommend to the State Employees Benefit Committee that the contract effective July 1, 2016, be awarded to Dominion Dental and Delta Dental to continue the current HMO and PPO plan designs, respectively, with the addition of a benefit for implant services. Ms. Watson made a motion to correct Ms. Lakeman's motion by specifying Plan 705xsd for the HMO plan design (which includes some copay changes to the current plan design) and Ms. Brown seconded. Ms. Lakeman called for a voice vote on the amended motion and it carried by unanimous voice vote.

**Adjournment:** With no further business, a motion to adjourn was made by Ms. Lakeman and seconded by Ms. Eheman. Upon unanimous voice approval, the meeting was adjourned at 2:05 p.m. Please note there were no public attendees.

Respectfully submitted,

*Laurene M. Eheman*

Laurene M. Eheman  
RFP and Contract Manager